

MINUTES
JOINT CAPITAL PLANNING COMMITTEE
June 1, 2016, First Floor Mtg Room, Town Hall 1:00 pm

Members present: Doug Slaughter, Tamson Ely, Steve Braun, Bernie Kubiak, Connie Kruger, Jonathan McCabe, and Katherine Appy

Staff present: Claire McGinnis Treasurer/Collector, Sonia Aldrich Comptroller, Peter Hechenbleikner, Temporary Town Manager

The meeting was called to order at 1:02 pm by Chair, Doug Slaughter.

The committee completed a review of policy and operation of capital planning as described in Mr. Hechenbleikner's memo of June 1, 2016. Briefly summarized, these process changes included

- Definition of capital item, \$10,000 instead of \$5,000
- 10 year planning horizon
- Items which might/should be operating
- Communication to CPAC earlier in process, which would be January and February instead of March
- Capital form used to submit project descriptions

The committee asked for Department Heads to review the proposal as well, and reviewed concepts of a transitional year to implement the changes as moving spending from capital to operating would affect the metric used to monitor capital spending (% of taxation trend over years would not be smooth). A policy sub-committee of JCPC membership was discussed as an option.

The committee reviewed the electric school bus grant received; a \$93K item in FY'17 capital plan.

The committee heard a review of the work of the DPW/AFD Facilities Committee with possible articles to be presented to Fall Town Meeting. The committee also reviewed the timing and funding of the four big construction projects.

The meeting was adjourned at 3:00 pm.

Documents List:

Mr. Hechenbleikner's memo of June 1, 2016, OBSERVATIONS – CAPITAL PLANNING PROCESS.

Douglas Slaughter, Acting Clerk